

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0169630	10. Budget Program Number 22111		Agency Number	
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) Human Service Specialist				
3. Division Family Services		12. Proposed Class Title				
4. Section CSS Central Office	For Use By Personnel Office	13. Allocation				Position Number
5. Unit CSS Receivables		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position exists for the purpose of collecting revenue owed to the state of Kansas. This position will handle all complex problems, situations, and calls. Employee must be knowledgeable of CSS policy and procedures, EES, KDOR, Dept of Administration, and intercept policies and regulations. This position must be knowledgeable of the KAECSES system; child support programs, economic assistance program and the KPC main frame database.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name Dustin R Whitaker **Title** Program Service Administrator II **Position Number** K0150351

Who evaluates the work of an incumbent in this position?

Name Dustin R Whitaker **Title** Program Service Administrator II **Position Number** K0150351

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The work requires initiative, discretion and the ability to make independent judgments regarding the urgency of a situation and/or its sensitivity. The work handles many administrative details independently. Guidelines are often complicated or technical in nature, requiring careful interpretation.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1 40%	E	Position will manage a caseload which will include KPC (Kansas Payment Center) interface programs, SDSO (State Debt Setoff) interface programs, FDSO (Federal Debt Setoff) connect direct programs and associated functions for CSS Central Receivables unit. This position will ensure proper accounting procedures in the researching, posting and reconciling of all caseload receipts coming in and paid out of KAECSES. Position will ensure correct distribution policy will be adhered to and revised as needed in regard to all receipt transactions. This position also directs the timely correction, transfer and adjustment of KPC, SDSO and FDSO interface receipts within a specific caseload. Position will ensure that all undistributed receipts in their caseload are researched and resolved in a timely manner. Position will work with co-workers to make collection adjustments on payments after researching payment to see if the adjustment will create a recovery and will inform field staff of potential recovery situations. Position will work on assigned projects quarterly to reduce Undistributed Collections. Position will also communicate with SDSO and FDSO staff, as well as KPC staff via phone and email and utilizing the KPC web based communication tool.
2 40%	E	Position will manage all aspects to collect child support for these claims/accounts including researching and generating documents to attach liens on insurance claims and garnish bank accounts, and communicating with obligor, insurance agents, and lawyers explaining recent Kansas legislation permitting a higher percentage of insurance claims to be paid to the Kansas Payment Center for child support. Monitoring documentation to ensure timely processing through the courts, utilizing 2 different electronic filing systems. Negotiating with obligors when financial accounts are garnished or released, in some cases negotiating payment plans or other agreements with the longer term goal of obligors making regular payments and paying past due support in full. When research indicates Kansas does not have jurisdiction to attach a lien directly or another state is responsible for taking the lead to attach a lien, and to attach liens for insurance claims provided by the Federal Parent Locate Portal, referring those claims to field staff to attach a lien. Maintains CSS spreadsheet for monthly and quarterly collection reporting for proceeds from insurance claim liens and bank garnishments
3 20%	E	Position will communicate with CSS Central Receivables Supervisor along with CSS CSLN/FIDM Supervisor in the event any system processes or program problems are identified. Other duties as assigned by supervisor

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee has frequent contact with program and field staff of the agency, as well as KPC staff and contact with the public

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This position will deal with hostile individuals via the telephone in regards to recovery obligation owed to the state of Kansas.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Microcomputer and Printer-daily

Mainframe-daily

Telephone-daily

Calculator (10 key)-daily

Kansas Payment Center Mainframe and public website-daily

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Experience in Child Support Services

Experience with Economical Employment Services

Experience with Kansas Payment Center or the Courts

High level of organization skills and time management skills

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date